

# Booking 365 Instructions

[How to start use/install system](#)

[How to delete system](#)

[How to provide staff member with access to system](#)

[How to add link to system in Outlook/Office 365 menu](#)

[How to add/delete resource \(room, equipment, etc.\)](#)

[How to assign resource approving person](#)

[How to customize notifications](#)

[How to customize working time](#)

[How to select language](#)

[Questions remain?](#)

## How to start use/install system

Your MS Office 365 administrator should provide authorization for use of booking system. Administrator may simply use the following link:

[https://login.microsoftonline.com/common/adminconsent?client\\_id=7ffed94c-1caa-408a-914c-cb0f4b605a4a&redirect\\_uri=https%3A%2F%2Fbooking365.work%2Fsubscription%2Fadmin-consent](https://login.microsoftonline.com/common/adminconsent?client_id=7ffed94c-1caa-408a-914c-cb0f4b605a4a&redirect_uri=https%3A%2F%2Fbooking365.work%2Fsubscription%2Fadmin-consent)

Select "Consent on behalf of your organization" option in the opened form. After that, the system appears in your Azure Portal (<https://portal.azure.com/>) in section "Azure Active Directory > App registrations".

## How to delete system

In section Azure Active Directory > App registrations of your Azure Portal (<https://portal.azure.com/>).

If the system is deleted your staff members shall not have possibility to use it. Although, all bookings shall remain stored in personal calendars of staff members and in resource calendars. Data shall remain intact.

**Make sure you also cancel your AppSource subscription** (if exists), deleting system from Azure Active Directory will not cancel your subscription payments.

## How to provide staff member with access to system

After installation (see "How to start use/install system") all staff members shall obtain access to system. It is possible to restrict access to a specific booking resources (meeting rooms, cars, tennis courts, etc.) - see "How to restrict access to resource".

## How to add link to system in Outlook/Office 365 menu

See instructions on Microsoft web-site

<https://docs.microsoft.com/en-us/office365/admin/manage/customize-the-app-launcher?view=o365-worldwide#promote-the-tile-to-app-launcher>

## How to add/delete resource (room, equipment, etc.)

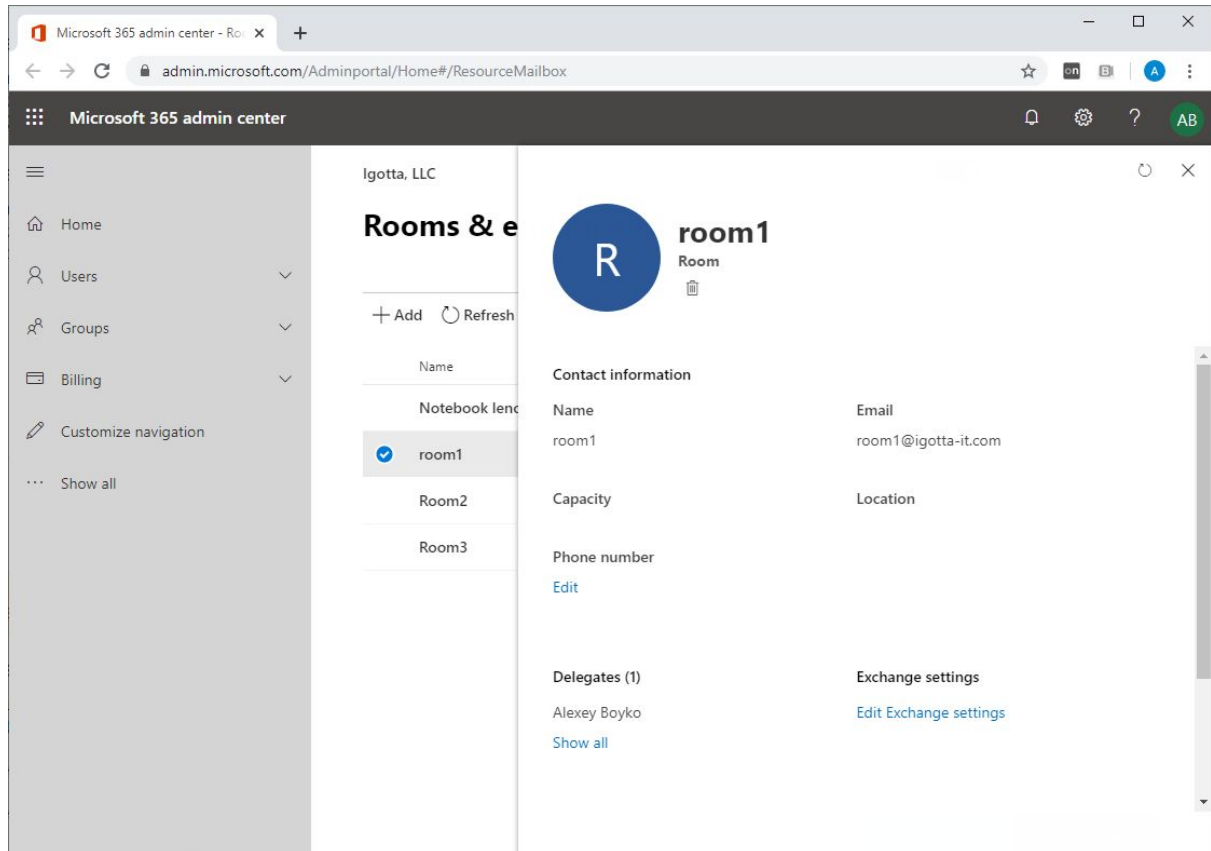
See instructions on Microsoft web-site

<https://docs.microsoft.com/en-us/office365/admin/manage/room-and-equipment-mailboxes?view=o365-worldwide#set-up-room-and-equipment-mailboxes>

<https://get.booking365.work>  
contact@booking365.work

## How to assign resource approving person

Click on the corresponding resource in "Resources > Rooms & equipment" (<https://admin.microsoft.com/Adminportal/Home#/ResourceMailbox>) in MS Office 365 admin center. Add approving person in "Delegates" section of the opened form.

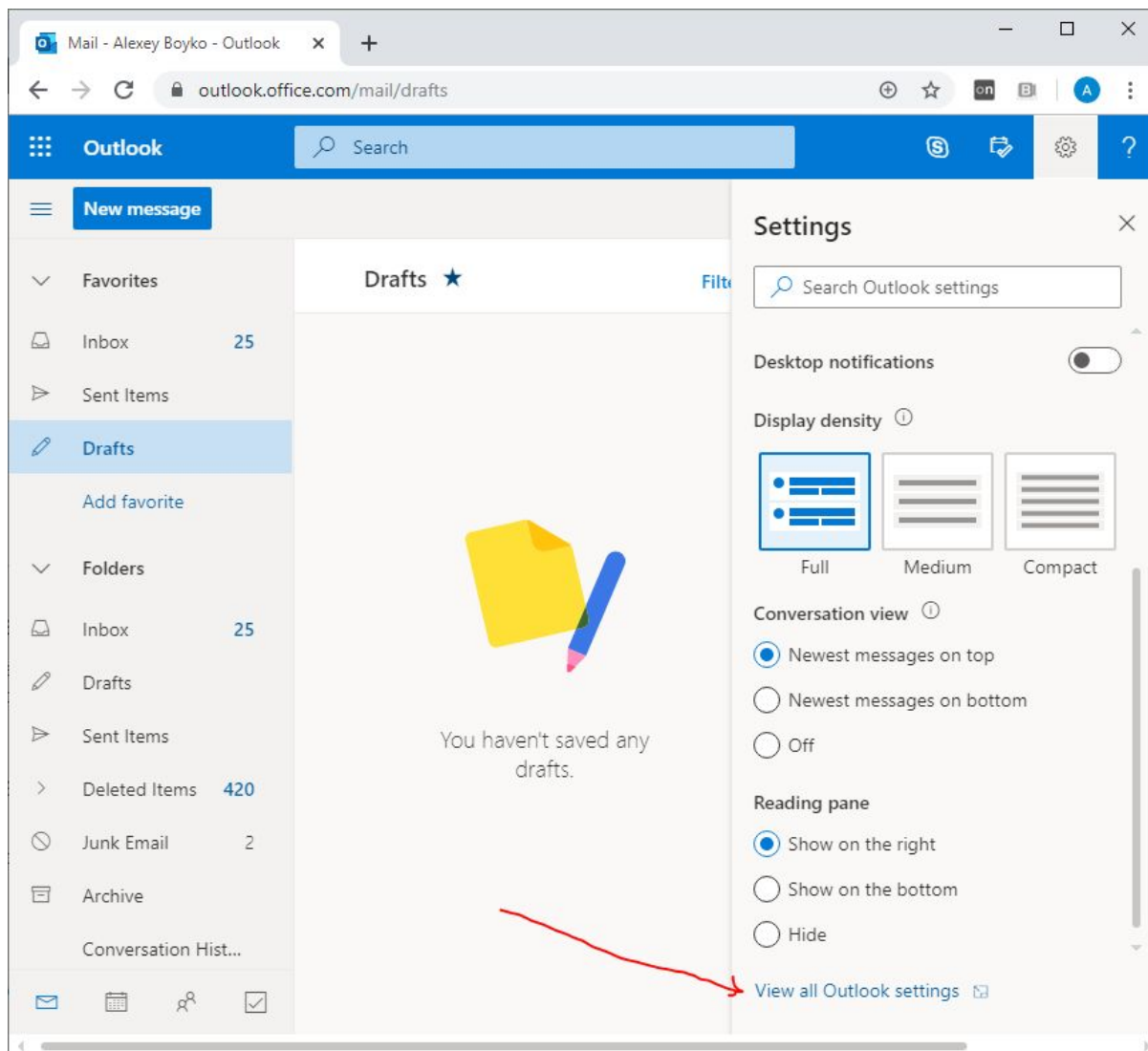


## How to customize notifications

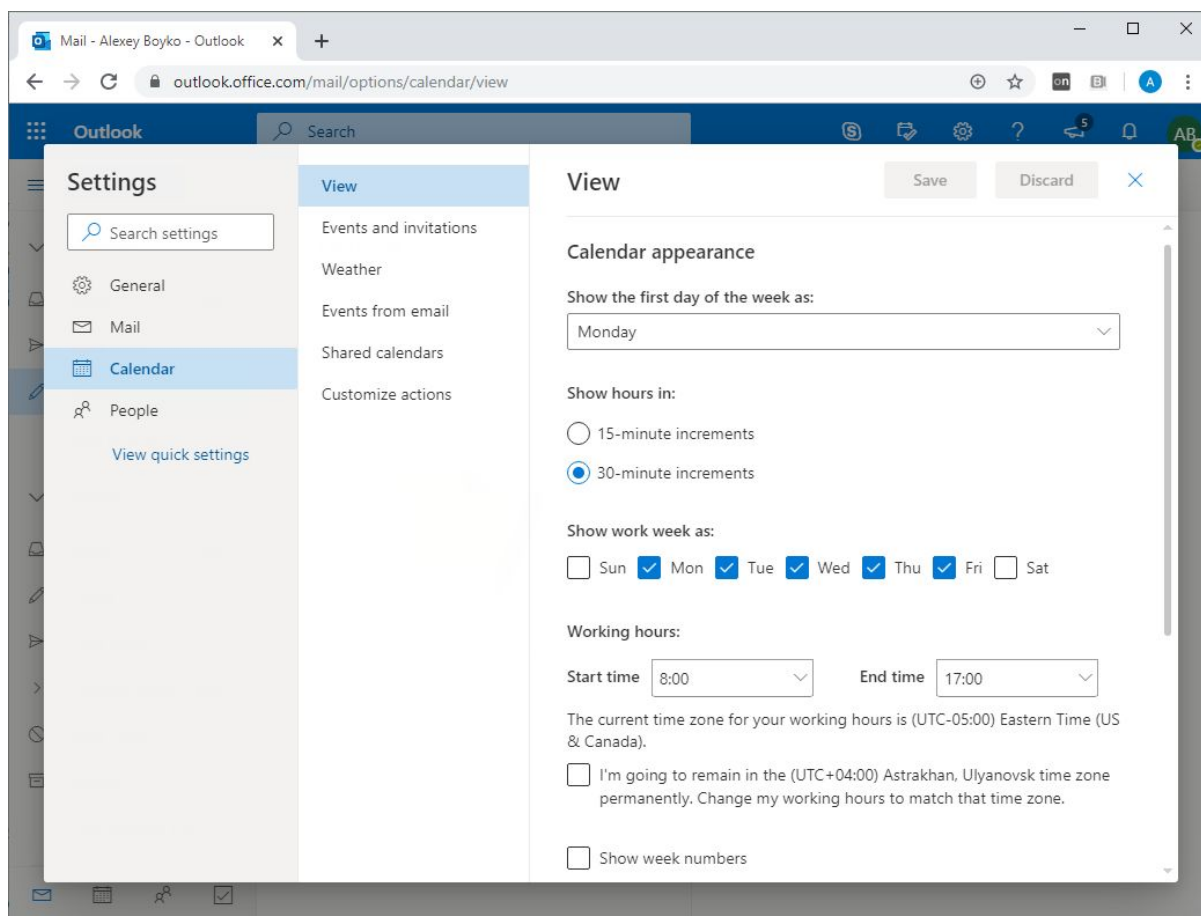
Special customization is not required. The author of booking shall receive notification on acceptance/denial. Approving persons shall receive notifications on the necessity to approve booking.

## How to customize working time

Working time is imported from MS Office 365 user's settings. Different staff members may have different working time. To customize working time just open MS Outlook settings.



Specify working time in Calendar menu.



## How to select language

The system uses the language set up in accordance with MS Office 365 user's settings. Different users may have different interface languages. If the system does not use language selected by you, possibly, we were not able to add support of the corresponding language yet. In this case, please contact us and we'll add your language.

## Questions remain?

Please contact us using the following e-mail: [contact@booking365.work](mailto:contact@booking365.work). Please, do not hesitate to ask us, we are pleased to help you.

<https://get.booking365.work>  
[contact@booking365.work](mailto:contact@booking365.work)